

## **Addendum**

### **Funding Management 20%**

Provides administrative guidance to American Officers and FSN staff on appropriate use of post resources, funding, staff facilities and equipment in the development and implementation of the OPDAT country program.

Administers the OPDAT budgets of over \$1,000,000

Prepares the annual budget execution request, prepares forecasts and analysis of resource use rates.

Since OPDAT components are non-service agencies, accountability of funds are the incumbent's responsibility; therefore incumbent maintains detailed records of expenditures and liquidation documents.

Manages, researches, plans and prepares all requests for office and vehicular equipment, and all expendable supplies, including required maintenance.

Coordinates and consolidates the development, formulation, execution and review of OPDAT Budget.

Monitors and analyzes expenditures charged to OPDAT and others by the State Department via the Foreign Affairs Administrative Services (FAAS) agreement established by the American Embassy.

### **Management Advisory 20%**

Analyzes, evaluates, and recommends procedures, methods and/or systems to improve the effectiveness and efficiency of administrative management program objectives.

Assignments include but are not limited to the following: Interpreting, explaining and advising the Attaché concerning OPDAT, State Department and local Embassy administrative directives

Implementing management policies and administrative procedures.

Advising the Attaché concerning the Records Management Control and Disposition Program and administers the same.

### **Property Management 20%**

Maintains property control records on non-expendable supplies and all equipment under the administrative control of OPDAT.

Validates status of equipment and material on loan to host country law enforcement agencies and prepares immediate notification reports to HQ Washington in the event of observed loss or damage to capitalized and non-capitalized equipment.

Maintains and controls the inventory of equipment and vehicles and ensures efficient use of all resources.

Handles excess inventories by regulated disposal means, solves shortages as required, and determines needs for office equipment and prepares requests/justifications for procurement actions pursuant to regulations.

#### Personnel Management 20%

Serves as advisor and resource person for the Attaché, ensuring that personnel management responsibilities are carried out, regulations are adhered to and problems/issues are resolved by coordination either with Headquarters or the Embassy's local Personnel Office. Assignments include but are not limited to the following:

Provides guidance and assistance to newly assigned American employees, and their families regarding acclimation to their new post of duty.

Provides guidance and assistance for enrollment of American employee's children in local school systems, and arranges appropriate payment of school fees through the Embassy.

Coordinates home leave arrangements for American employees to include authorization cable requests and travel arrangements for employees and their immediate family.

Coordinates and arranges student travel for dependents of American employees who are pursuing baccalaureate degrees in the United States.

Analyzes funding authorizations with Headquarters and monitors the selection process. Assists employees in obtaining renewals of passports, visas, military identification, and military ration cards as needed.

#### Logistics/Automated Data Processing (ADP) 20%

Facilitates and coordinates all logistical activities, assuring that a variety of administrative services are provided.

Ensures adequate administrative services are provided to include printing and reproduction; internal mail systems; messenger services; travel and transportation; telecommunications; and maintenance of OPDAT, State Department and Agency directives.

Oversees the annual physical inventory of OPDAT property and equipment located in the offices and residences.

Conducts periodic inventories of sensitive or special items or other property as deemed necessary.

Monitors and evaluates local and General Services Administration sources of supply, ensuring compliance with Department of Justice, Department of State, and General Services Administration regulations.